

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM High Desert State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 934-210-1139-815		MCR / HCR 1 / D	
DIVISION / UNIT Central Operations Department		CLASSIFICATION TITLE Office Technician (T)			
		WORKING TITLE Office Technician (T)			
		TIME BASE / TENURE P/FT	CBID R04	WWG 2	COI Yes ☐ No ☐
LOCATION Complex I		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT					
CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.					
DIVISION OVERVIEW					
Under the direction of the Central Operations Department.					
GENERAL STATEMENT					
Under the general administrative direction of the Captain, Adult Institution the Office Technician (T) performs detailed assignments with a high degree of initiative, independence and originality in performing assigned task. Relieves the Captain of routine office details. This includes utilizing a computer for composing or typing memoranda, letters and procedures; maintaining a "TIC" file for the sub-division to ensure that timelines are met. Answers the telephone and maintains filing.					
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.			
35%		Operates a computer utilizing various approved software programs to compose and/or type memoranda, letters, procedures and other documents as required. Responsible for recording, typing and distributing minutes for various meetings in Facility C. Maintains and types confidential correspondence such as CDC-128A's and CDC-128B's.			
25%		Establishes and maintains confidential and administrative files and follows security requirements. Maintains and updates the Operational Procedure Manuals, Director's Rules and Administrative Bulletins. Maintains supply inventory and processes order requests. Answers the telephone, takes messages and routes to appropriate staff.			
20%		Establishes and maintains a "TIC" file system tracking projects and assignments given to staff by the Facility Captain such as Performance Reports, CDC-115's, and memorandums and letters for the Warden's signature.			

15%	Responsible for mail pick up. Reviews and prioritizes all incoming mail and distributes to appropriate staff. Processes and logs outgoing mail. Maintains appointment calendar for the Facility Captain. Responsible for picking up the grievances for their assigned facility.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated individuals, visitors, nonemployees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION
- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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CDCR INSTITUTION OR HEADQUARTERS PROGRAM High Desert State Prison		POSITION NUMBER (Agency-Unit-Class-Serial) 934-210-1379-815		MCR / HCR 1 / D	
DIVISION / UNIT Central Operations Department		CLASSIFICATION TITLE Office Assistant (T)			
		WORKING TITLE Office Assistant (T)			
		TIME BASE / TENURE P/FT	CBID R04	WWG 2	COI Yes ☐ No ☐
LOCATION Complex I		INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT

CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

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DIVISION OVERVIEW

Under the direction of the Central Operations Department.

GENERAL STATEMENT

Under the direction of the Captain, Adult Institution, the Office Assistant (T) performs detailed clerical assignments. Relieves the Captain of routine office details. This includes utilizing a computer for composing or typing memoranda, letters and procedures; maintaining a "TIC" file for the sub-division to ensure that timelines are met. Answers the telephone and maintains filing.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	Under direct supervision, operates a computer utilizing various approved software programs to compose and/or type memoranda, letters, procedures and other documents as required. Responsible for recording, typing and distributing minutes for various meetings in Facility C. Maintains and types confidential correspondence such as CDC-128A's and CDC-128B's.
25%	Establishes and maintains confidential and administrative files and follows security requirements. Maintains and updates the Operational Procedure Manuals, Director's Rules and Administrative Bulletins. Maintains supply inventory and processes order requests. Answers the telephone, takes messages and routes to appropriate staff.
20%	Establishes and maintains a "TIC" file system tracking projects and assignments given to staff by the Facility Captain such as Performance Reports, CDC-115's, and memorandums and letters for the Warden's signature.
15%	Responsible for mail pick up. Reviews and prioritizes all incoming mail and distributes to appropriate staff. Processes and logs outgoing mail. Maintains appointment calendar for the Facility Captain. Responsible for picking up the grievances for their assigned facility.

5%

Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
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EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

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- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE